



# **HEADQUARTERS POLICY FLASH**

## **POLICY FLASH 2005-11**

DATE: December 8, 2004  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, ME-61  
Office of Procurement and Assistance Management

SUBJECT: **Purchase Card Policy and Procedures**  
--Merchant Category Codes  
--Convenience Checks  
--Section 508 of the Rehabilitation Act

SUMMARY: This Policy Flash advises you of four changes being made in Chapter 13 of the Department of Energy (DOE) Acquisition Guide entitled Policy and Procedures for Use of the General Services Administration (GSA) SmartPay Purchase Card. The first change is in the title of our document. We have changed "Guidelines and Procedures" to "Policy and Procedures" to reflect the more mandatory nature



of the guidance contained in the procedures. The second concerns a general prohibition on purchases from certain merchants through an automated block on merchants identified by their Bank assigned Merchant Category Codes. This will prevent the use of the card in certain types of businesses. The third change concerns the use of convenience checks. Convenience checks are not to be issued in amounts greater than \$2,500. The fourth change makes cardholders aware of their responsibilities under Section 508 of the Rehabilitation Act when they use the card to acquire electronic and information technology.

A handwritten signature in dark ink, appearing to read "Michael P. Fischetti", with a stylized flourish at the end.

Michael P. Fischetti, Acting Director  
Office of Procurement and  
Assistance Policy, OMBE